

Clerical and Office Branch
Purchasing and Stores Group
Warehouse Supervision Series

WAREHOUSE SUPERVISOR (E.P.W.U.)

11/86

CHARACTERISTICS OF THE CLASS:

Under direction, plans, supervises and coordinates the functions of the E.P.W.U. central warehouse operation; supervises the operation of the Water Repair Section; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, organizes and supervises the receipt, storage, issuance and delivery of supplies, material and equipment; inspects items received to assure they are serviceable and in accordance with specifications; prepares layouts of warehouse and storage areas considering turnover, size, weight and other related factors; assures compliance with federal, state and local standards and manufacturer's recommendation in storing hazardous materials; prepares requisitions for procurement of materials and supplies; makes recommendations for addition or deletion of stock items and adjustment of re-order points; supervises preparation of scrap materials for sale; assures compliance with safe storage practices and procedures.

Develops, prepares and implements inventory procedures and controls; supervises periodic and special inventories; traces histories to determine reasons for discrepancies between inventory and stock-control records; prepares recommendations to correct inventory discrepancies.

Maintains records concerned with quantity, quality, cost and type of items received; reviews records for accuracy of information and compliance of established procedures; assures preparation of information for data processing and reviews print-outs for correctness; prepares and submits billings to other divisions; researches records and recommends remedial action for reported non-usable, slow moving and excess stock; prepares unit budget; maintains records and prepares reports; operates office equipment such as calculators, typewriters and CRT terminals.

Supervises the functions of the Meter Repair Shop and Meter Box Construction Section; assures adequate quantities of water meters and boxes are maintained.

Advises employees on the care and preservation of items received and stored; plans, supervises, assigns, reviews and develops assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. (Associate's Degree in Business Administration preferred) and six years of progressively responsible storekeeping experience, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of storekeeping regulations, principles, practices and procedures; considerable knowledge of inventory practices, maintenance and controls; considerable knowledge of safe working practices and procedures; good knowledge of office practices and procedures; good knowledge of federal, state and local regulations as they relate to the storage hazardous material.

Ability to plan, assign, supervise and coordinate the functions and activities of personnel engaged in the receipt, storage and disbursement of supplies, materials and equipment; ability to conduct and supervise inventories; ability to maintain records of disbursed items; ability to make sound decisions; ability to enforce safe working practices and procedures; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to train and evaluate the work of assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Skill in the use and care of office equipment; skill in the operation of a motor vehicle and materials handling equipment.

Physical Requirements: Mobility within an office and warehouse environment; lift and carry heavy objects (up to 50 pounds); operation of a motor vehicle through City traffic; operation of a fork lift, hand carts, pallet jack and other materials handling equipment.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head